

OFFICE OF PESTICIDE SERVICES (OPS)  
CERTIFICATION, LICENSING, REGISTRATION & TRAINING SECTION (CLRT)

Subject of Policy: Applicator recertification options; approval procedures for recertification courses

1. Recertification by examination- Commercial applicators and registered technicians who choose to recertify by examination must submit an application to do so. No fee will be charged if examination for recertification is completed by COB on August 29 and if the certificate renewal fee has been paid by COB on August 29 (if renewal fee is not paid by June 30, a 20% late fee will be charged in addition to the renewal fee). Commercial applicators must pass both the Core Examination and the appropriate category exam(s). Registered Technicians must pass the Registered Technician exam.
2. Requirements for courses submitted for recertification approval-
  - A. Course submission requirements- Courses should be submitted 30 days prior to the course date. Courses submitted less than 14 days before the course date will be accepted for evaluation only if the office workload allows time for evaluation, and preparation and mailing of approval paperwork. Course submissions should include a course agenda, brief descriptions or outlines of the session contents, the date(s) and location(s) for the course, and the name, address, and phone (and fax) numbers of the course sponsor. The course sponsor must agree to carry out all administrative responsibilities related to recertification. If insufficient course information is received and the course sponsor does not promptly reply to inquiries from this office, the course will not be approved for recertification credit.
  - B. Evaluation of course content- Courses submitted for approval for recertification credit will be evaluated for content using the “Checklist of Minimum Information Required for Courses to Obtain Approval for Commercial Pesticide Applicator Recertification in Virginia”, a document developed in consultation with the Virginia Pesticide Control Board (see Attachment A below). Content must be appropriate and specific for the category(ies) being addressed. Courses are expected to last a minimum of six hours in order to adequately cover the required contents. Courses covering multiple categories may require more time, in order to cover a wider variety of topics.
  - C. Legal Aspects Coverage- Required Virginia legal information should be provided at each approved recertification course. It may be provided by a representative of the Office of Pesticide Services, or a representative of Virginia Cooperative Extension at their discretion. If no one is available to provide this information, “legal information packets” will be provided by OPS to the course sponsor to be copied and distributed to attendees at the course.
  - D. Course Approval or Denial- All sponsors who have submitted a course or meeting for recertification will receive written notice as to whether the course has been

approved or denied.

- E. **Course Sponsor Responsibilities-** The course sponsor must agree to fulfill the following responsibilities: conduct the course in accordance with the approved agenda submitted to OPS, with a minimum of substitutions or variances; monitor the attendance of all applicators through the use of a Virginia Recertification Roster (or a pre-approved alternative method); provide applicators who complete the course with a Virginia Application for Recertification, along with instructions for completing it; collect all completed Applications, reconcile them with the Recertification Roster for the course, and submit all original paperwork to OPS for processing. Course sponsors are expected to make and retain copies of all paperwork submitted to OPS on behalf of applicators.

Course sponsors may not advertise or represent a course as being approved by Virginia for recertification until they have received a letter of approval from OPS. If requested to do so, the recertification coordinator may give a verbal or fax approval for a course, after the evaluation is complete and prior to the paperwork being processed.

### 3. Attachment A:

#### ***Minimum Required Content:***

Virginia Department of Agriculture and Consumer Services, Office of Pesticide Services (OPS), has established minimum requirements to be met by any program approved for the recertification of commercial applicators in Virginia. The content of the essential material has been divided into two sections: Legal Aspects and Category-Related Information. A list of the Minimum Training Information Required for Commercial Applicator Certification in Virginia is reprinted below.

#### **Legal Aspects:**

- L-1 Reminder to FOLLOW LABEL DIRECTIONS, including those on use, storage, disposal and transportation.
- L-2 Review possible consequences of violating the law.
- L-3 Reminder that restricted-use pesticides purchased under an applicator's certificate number must be for use by that applicator.
- L-4 Review a certified applicator's responsibilities in supervising the use of restricted-use pesticides by non-certified applicators.
- L-5 Review record-keeping responsibilities of commercial applicators for restricted-use pesticide applications.

#### **Category-Related Training:**

- T-1 Review general safety for the applicator, co-workers, and the public.
- T-2 Review the environmental aspects of pesticide use, including impact on non-target organisms, wildlife, domestic animals, groundwater, etc.
- T-3 Review application techniques, including equipment, calibration, and maintenance.
- T-4 Review hazards (both personal safety and environmental) unique to that specific category.
- T-5 Review pertinent information re: new chemistry/new formulations available that would

be of use to applicators certified in the category.

T-6 Review Integrated Pest Management (IPM) Programs applicable to the category.

T-7 Review of pests specific to category; include in-depth training on identification and control of selected specific pests. This section may be tailored to local needs/problems.

The content material listed above may be communicated by a variety of methods, including live presentations, audiovisual programs, handouts, lobby displays, hands-on activities/practice sessions for participants, and demonstrations. The area OPS investigator may be invited to present the legal aspect portion of the program. In addition, OPS has a packet of Virginia legal information which can be copied and supplied to attendees.

Registered Technicians may recertify by attending a course approved for the category corresponding to the type of pesticide use performed.

**OPS expects all recertification programs to emphasize safe pesticide use and new developments in the field.**

Authority: The Virginia Pest Control Act requires that all certified applicators renew their certification biennially through the completion of a Board-approved recertification course. 2 VAC 20-51-130, Regulations Governing Pesticide Applicator Certification ..., states that "All applicators must first attend board-approved certification course (s) and submit proof of attendance at such courses or be reexamined in basic pesticide safety and the categories desired for recertification."

Date: 5/25/03